

Educational Development Officer (Ref: 2400502) Centre for Learning, Teaching and Technology

The appointee will be responsible for providing administrative, pedagogical and technological support for the University's Learning Management System (LMS). He/She will also provide effective frontline consultation and troubleshooting services in relation to the eLearning platforms such as Moodle LMS, Turnitin, VeriGuide and other educational tools. Duties include planning, designing and conducting workshops/briefing sessions for staff and students, producing management reports on the LMS, preparing self-learning materials including user guides, FAQs and video tutorials for eLearning platforms/tools. Duties also include liaising with academic and support units of the University; collecting data and generating reports for Generic Intended Learning Outcomes (GILOs), assisting in the Stock Take exercise and evaluation on the implementation of 'One Course One Online Lesson', and carrying out other duties as assigned by the Director, Executive Co-Director and Associate Directors. The appointment will be for a period of two years, with the possibility of renewal subject to mutual agreement.

Applicants should possess a recognized Bachelor's degree preferably in Information Technology, Education or related disciplines, with relevant post-qualification working experience, preferably in tertiary institutions. They should be fluent in English, Chinese and Cantonese; have proficiency in computer and coding skills; be attentive to details; and possess good interpersonal and communication skills. They should be competent with e-Learning systems such as LMS Moodle, Turnitin plagiarism detection system and VeriGuide plagiarism detection system, and have good analytical and statistical skills. Immediately available is preferred.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **10 June 2024**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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